

COUNTY OF STANLY
HUMAN RESOURCE OFFICE
1000 NORTH FIRST STREET, SUITE 10A
ALBEMARLE, NORTH CAROLINA
28001



JOB ANNOUNCEMENT

POSITION: Permit Specialist

LOCATION: County of Stanly
Central Permitting
1000 North First St
Albemarle, NC 28001

SALARY: \$26,448

HOURS: 37.50 hours per week

JOB SPECIFICATIONS: Will perform administrative support and technical assistance to review requests for land use permits. Employee will also review and issue building and construction permits, and process applications for environmental health permits consistent with the county land use regulations. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

MINIMUM QUALIFICATIONS: Some specialized technical training beyond the equivalent of the 12th grade, typically vocational in nature or job-related college course work supplemented with some experience in office management or customer service.

SPECIAL REQUIREMENTS: General knowledge of and understanding of the county computerized Geographic Information System and how the land use system interrelates throughout County government. Ability to deal tactfully and courteously with the general public. Ability to comprehend, understand and explain basic regulations and reasons behind issuance of a zoning/land use or building codes permit. Familiarity with computers and data processing

RECRUITMENT PERIOD: May 19th, 2014 thru June 2nd, 2014

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer